

VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON

Vacancy Announcement

POSITION: MATERIAL MANAGEMENT TECHNICIAN

Position#: W0033

OPEN DATE: 03/23/07

Hiring Range: (\$12.48 hour/ No Benefits)

CLOSING DATE: UNTIL FILLED

The Virginia School for the Deaf, Blind and Multi-Disabled at Hampton is seeking an experienced, qualified Material Management Technician to join its Operations team in providing administrative, purchasing and material management support within a special education learning environment.

This is an hourly position. Selected candidates will be paid based on hours worked.

Responsibilities include:

- Input agency data in various software programs
- Provide tag numbers for all equipment and furniture
- Maintain a computerized log of inventory moves
- Act as the liaison between staff and the grounds personnel when handling inventory moves
- Assure surplus property is secured
- Accept and receive all equipment and furniture deliveries
- Receive and rotate surplus property list within the agency
- Maintain and obtain delivery signature log

Minimum Qualifications:

- High School Diploma or GED, preferred
- Post secondary training in inventory control and property management or equivalent work experience, preferred
- Valid Virginia Drivers License, preferred
- Experience with general office procedures and strong relation skills, preferred
- Accounting experience, preferred

Physical Requirements:

- Ability to lift and move objects 40-100 pounds
- Standing, sitting, reaching, lifting, walking, bending, climbing, and repetitive motion

For consideration, submit State application form #10-012 to: The Virginia School for the Deaf, Blind and Multi-Disabled at Hampton, Office of Human Resources, 700 Shell Road, Hampton, VA 23661. For assistance call VOICE/TDD (757) 247-2050 or FAX (757) 247-2028 or visit our website at www.vsdmbh.virginia.gov. Applications are available online at <http://jobs.state.va.us/eo-appli.htm>.

Resumes will not be accepted in lieu of a completed state application.

EEO/AA/M/F/D